


<b>MARICOPA COUNTY</b>  HUMAN SERVICES DEPARTMENT Workforce Development Division	<b>SECTION/REFERENCE</b> ARS 41.1758.03; ARS 8-804; ARS 41-1750; ARS 46-141; PL 92-544; MWC Two Year Plan; WDD Youth Contract	<b>PAGE 1 OF 1</b>
	<b>ORIGINAL ISSUE DATE</b> February 2004	<b>REVISION DATE</b> June 2013
	<b>AUTHORIZED BY:</b> Patricia Wallace, Assistant Director	
<b>SUBJECT:</b> Fingerprint Policy - Youth Program Contractors		<b>ADDENDA:</b>

**Purpose:**

Youth contractors and subcontractors staff that will provide direct services to juveniles, vulnerable adults, or persons who have access to the files/information of vulnerable populations shall be fingerprinted *and submit prints for a Level One Fingerprint Clearance Card*. Staff is required to be fingerprinted within five days of hire to obtain a level one clearance card. Staff must receive and maintain a Level One Fingerprint Clearance Card for the duration of their employment.

**Responsibility:**

Youth contractors and WDD Youth Program Coordinator

The youth contractor is responsible for having a policy or process in place to:

- Ensure that individuals working with vulnerable populations and/or their information are fingerprinted;
- Ensure that the individuals' fingerprints are on file with DPS;
- Ensure that a background check is completed, through the Central Registry *and cleared*;
- Securely store copies of Level I Fingerprint Clearance Cards and make copies available for monitoring.

**Monitoring:**

Youth contractors may be monitored by MWC, DES, and/or DOL for compliance.